

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020031-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 26 May 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 21
18 - 24 May 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 May 1955, TR CC 200-1 - Received from Reproduction; distributed Thursday, 26 May.

2. Film: - It is anticipated that shooting of film will begin mid-June.

3. Navigation Study Guide: Second editing of first draft is continuing; instructor/MTB has set 1 August as completion date.

4. Instructors' Guide to Current References: 31 May issue is at Reproduction; scheduled completion date is 27 May.

5. Revisions to Catalog, TR CC 100-1: Personnel/E&R have inserted revisions in approximately 50 catalogs.

6. Films for

- a. Two retention films due
- b. Forty-seven loan films due
- c. Fourteen loan films sent

7. Attendance at Foreign Language Films

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
5/18/55	German	<input type="text"/>
5/19/55	Spanish	
5/24/55	Italian	

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8. Visual Aids Completed During the Week:

- a. Reading Laboratory - A set of three illustrations for ditto-master reproduction.
- b. Clerical Training - Revision of one training chart, plus reproduction request, 200 copies.
- c. Intelligence Methods - Design of two blanket-board (flannel-board) training aids, total 14 cards.
- d. World Communism - Reproduction request, 150 copies of one training chart.
- e. World Communism - Slide request. Six each of eight training charts; two sets, 2 x 2-inch and $3\frac{1}{4}$ by 4-inch.
- f. Intelligence Methods - Miscellaneous "polaroid" photos, total 15.
- g. ITC - Miscellaneous cards for magnetic board TA, total 2.
- h. TSS/Training - Miscellaneous cards and signs.
- i. Clandestine Services Review - Miscellaneous name cards, total 11 cards.

9. Activities of Map Training Officer:

- a. Number of map sheets distributed - 155

- (1) [] - 150
- (2) Basic School - 4
- (3) FBID - 1

10. Lesson Plans received this week: None

11. Overseas requests received this week: Two

12. Public Laws 637 and 83 - Six copies of each have been procured from the Legal Advisor's Office for [] They are to be used by him for his course in World Communism. In addition, Constitutions of Poland, Bulgaria, Hungary, and Rumania have been loaned from the Dept. of State.

13. [] is presently attending the Intelligence Principles and Methods Course.

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14. [] may return from sick leave on 31 May 1955.

15. Chief, ISB is presently on military leave. He will return on 31 May.

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16. [] will attend the TSS Photography Course starting on 31 May.

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17. [] FE, is presently assigned (on a temporary basis) to the staff of VAS for continuing "on-the-job" training.

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18. [] were at [] on Wednesday, 18 May 1955. [] was made acquainted with the instructors of the various schools, and discussed with them their requirements. [] contacted various branches of OTR and Commo in order to lend Library support to their activities.

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